



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Geographic Information Systems (GIS) Coordinator
Class Code Number	5265

General Statement of Duties

Develops, coordinates and administers a city-wide Geographic Information System (GIS); performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee the development, coordination, administration, implementation, operation, maintenance and training of the City's GIS. The work is performed under the supervision and direction of a Deputy City Engineer, but considerable leeway is granted for the exercise of independent judgement and initiative. This class exercises technical and functional oversight of assigned personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a general office environment and in the field, involving exposure to a wide variety of weather, terrain, and safety conditions.

Examples of Essential Work (Illustrative Only)

- Develops, coordinates, and administers the City's GIS, including recommending, developing, updating and implementing GIS program goals, objectives, policies, procedures, standards and work programs;
- Consults with other City departments and Data Processing regarding department GIS needs and requirements; including identifying, designing and developing GIS applications and strategies and procedures for integrating the GIS program with existing City databases;

- Serves as a technical resource to all City departments, including providing assistance and training in the proper use of GIS data and systems, and recommending, troubleshooting and providing support for GIS software, databases and other related applications;
- Monitors GIS system utilization and recommends appropriate revisions to processes and procedures;
- Prepares and monitors the annual GIS Program budget;
- Conducts Global Positioning System (GPS) based field surveys, including processing and integrating the information into the GIS program;
- Prepares grant funding applications for identified city-wide GIS projects; including implementing, administering, monitoring and reporting grant funding activities according to applicable grant regulations;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Represents the City in inter-agency coordination activities relating to GIS;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills, and Abilities</p>

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| <ul style="list-style-type: none"> • Thorough knowledge of principles, practices and techniques of GIS management including application design, system analysis, database management, and hardware and software options for geographic and land-oriented applications; • Thorough knowledge of Microsoft NT and GIS systems including ArchInfo, ArcView and AutoCAD MAP; • Thorough knowledge of techniques and practices of land surveying, including GPS systems and equipment; • Thorough knowledge of the equipment and instruments used in GPS surveying; • Thorough knowledge of project management techniques; • Thorough knowledge of City maps, charts, records, and other related documents; • Thorough knowledge of budget preparation and monitoring; • Thorough knowledge of research techniques, methods and procedures; • Thorough knowledge of geometry, trigonometry, and algebra as applied to GIS and land surveying; • Thorough knowledge of record keeping, report preparation and writing, including knowledge of proper English, spelling and grammar; • Thorough knowledge of grant writing and administration; • Knowledge of occupational hazards and standard safety procedures; • Ability to plan, organize, administer, review and evaluate city-wide GIS development, programming and computer operations; • Ability to develop, implement and interpret goals, objectives, policies, procedures, standards, work programs and internal controls; |
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- Ability to analyze complex problems, evaluate alternative solutions and make creative recommendations;
- Ability to plan and coordinate projects by identifying priorities and deadlines for completion;
- Ability to assess GIS user department needs, set priorities, and meet such needs in a timely and effective manner;
- Ability to exercise sound independent judgment within policy guidelines;
- Ability to provide technical advice, staff training and consultation to ensure efficient GIS systems utilization;
- Ability to work independently with minimal supervision;
- Ability to effectively exercise technical and functional oversight over assigned personnel;
- Ability to develop and administer a program budget;
- Ability to establish and maintain effective working relationships with representatives of community organizations, state and local agencies, City staff and the public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Bachelor's Degree in Geographic Information Systems, Computer Science, Information Systems Management, Business Administration, Geography or a closely related field with course work in technology-related subjects; and
- At least two years of experience in GIS development, including responsibility for systems analysis and data base development, with at least one year having been in a public agency, and at least two years of experience in field surveying, including GPS technology.

Required Special Qualifications

- Valid Class C California State Driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment and in the field, involving exposure to a wide variety of weather, terrain, and safety conditions.